

PERFORMANCE WORK STATEMENT

Contract: N66001-15-D-0056
Task Order: 0001
Tracking Number: 5049-H0001
Task Title: Warehouse Storage and Logistical Support FY15

1.0 SCOPE

- 1.1 This is a Level of Effort (LOE) service acquisition to provide Facility/Warehouse Storage and Logistical Support for Space and Naval Warfare (SPAWAR) Systems Center Pacific, Pacific C4ISR Department, Code H, Pearl City, Hawaii.

2.0 APPLICABLE DOCUMENTS

- 2.1 29 CFR 1910, Occupational Safety and Health General Industry Standards
- 2.2 EM385-1-1 US Army Corps of Engineers Safety and Health Requirements
- 2.3 SSCPACINST 11262.1D, Weight Handling Equipment and Rigging Gear Management

3.0 TECHNICAL REQUIREMENTS

- 3.1 The contractors shall receive and segregate project shipments as required. These shipments will be received at SPAWAR, Building 992 and 998, Pearl City, Hawaii.
- 3.2 The contractors shall maintain a log of received and issued project materials which may require access to Navy Enterprise Resource Planning (NERP) and shall store incoming project shipments in appropriate locations in SPAWAR, Buildings 992 and 998, Pearl City, Hawaii.
- 3.3 The contractor shall record shipment data, such as weight, charges, space availability, description, quantities, part numbers, serial numbers, and damages and discrepancies, for reporting, accounting, and recordkeeping purposes.
- 3.4 The contractors shall uncrate incoming project equipment, conduct visual material condition inspections, document any damages to equipment and notify sender and/or recipient of shipment.
- 3.5 The contractors shall retrieve and issue project material to requestor, provide project material/equipment staging support and package/crate project equipment for shipment. The contractor shall provide packing and crating support to include banding and palletizing of material for shipments through Naval Supply Systems Command Fleet Logistics Center (NAVSUP FLC) Pearl Harbor or commercial freight. (Note:

Equipment requiring special handling will be determined by the requestor or the warehouse manager).

- 3.6 The contractor shall pack, seal, label, and affix postage to prepare materials for shipping, using work devices, such as hand tools, power tools, tape dispensers and strapping kits.
- 3.7 The contractor shall track and trace shipments, and shipment schedules as needed.
- 3.8 The contractor shall deliver or route material(s) to department and division office spaces using work devices, such as hand trucks, moving carts, or dollies.
- 3.9 The contractors shall maintain a warehouse project material inventory at all times.
- 3.10 The contractor shall prepare documents, such as work orders, bills of lading, requisition and invoice/shipping documents, DD1149, DD1348, and shipping orders to route materials.
- 3.11 The contractor shall properly dispose of government materials and or equipment to Defense Logistic Agency utilizing and be familiar with forms DD1149 and or DD1348.
- 3.12 The contractor shall use provided computer for email, internet information, monitoring and recording all incoming and outgoing shipments, and shall have Microsoft computer skills (Outlook, Word, and Excel).
- 3.13 The contractor shall be familiar to operate office equipment, copy machines, scanners, bar-code scanners, and fax machines.
- 3.14 The contractors shall be able to lift at least 50 pounds and move heavy items/packages as required.
- 3.15 The contractors shall deliver project material and supplies to the work area, set-up and configure work areas including, conference rooms.
- 3.16 The contractors will be operating a government owned fork lift and must possess an operator's license to operate a fork lift prior to reporting to work.
- 3.17 The contractors shall transport shipment/goods in the government vehicle as needed.
- 3.18 The contractors shall maintain cleanliness of government department vehicles on a weekly basis or as needed.
- 3.19 The contractors shall maintain a safe and clean warehouse at all times.
- 3.20 The contractors shall conduct daily facility and warehouse checks for maintenance issues and notify facility manager.

- 3.21 The contractors shall conduct fire extinguisher monthly checks throughout SPAWAR Buildings 992 and 998, Pearl City, and Pearl Harbor Naval Station Complex Buildings 1 and 286.
- 3.22 The contractors shall maintain and pressure wash gazebo on a weekly basis.
- 3.23 The Contractor shall comply with all OSHA and EM385-1-1 regulations regarding the safety and health requirements, and provide appropriate safety equipment while performing work.
- 3.24 The contractors shall complete a Contractor's Progress, Status and Management Report monthly (**CDRL A001**).

4.0 GOVERNMENT FURNISHED INFORMATION/MATERIAL/PROPERTY

- 4.1 The Government will have the following vehicles/equipment available, on a non-exclusive basis, during performance on this task.
 - 4.1.1 Forklift and Warehouse Material Handling Equipment (MHE)
 - 4.1.2 Sedan (Command Vehicle)
 - 4.1.3 Pickup Truck
 - 4.1.4 Flat Bed Truck
- 4.2 The Government shall furnish computers, printers, scanners, copy machines, bar-code scanners, paper, and miscellaneous material to complete the tasks assigned in paragraph 3.0.

5.0 CONTRACTOR FURNISHED MATERIAL

None.

6.0 TRAVEL

None.

7.0 SECURITY

- 7.1 The work to be performed under this task shall be at the SECRET level.

8.0 PLACE OF PERFORMANCE

- 8.1 The place of performance for this project shall be at SPAWAR System Center, Pacific C4ISR Department, Code H, Building 992 and 998; 2293 Victor Wharf Access Road, Pearl City, Hawaii.

9.0 PERFORMANCE BASED CRITERIA

9.1 Performance Requirement

The contractor shall provide services and deliverables in accordance with this Performance Work Statement (PWS) and in accordance with the attached task order Contract Data Requirements List (CDRL) DD Form 1423-1.

9.2 Performance Standard

The contractor's performance shall meet all of the requirements of this PWS and comply with all applicable guidance, directives, and standards. The contractor shall deliver all task order data items in accordance with the authorities, content, format, media, marking, applications, quantities, frequency and submission date, delivery method, addressee, and DD250 requirements specified in the CDRL for each data item.

9.3 Acceptable Quality Level

The effectiveness of the contractor's services and/or deliverables will be measured for 100% compliance with the PWS and CDRL requirements.

9.4 Method of Surveillance

The Government will monitor and assess the contractor's performance against the Acceptable Quality Level in accordance with this task order's Quality Assurance Surveillance Plan (QASP).

9.5 Incentive

Failure to meet acceptable quality levels may result in an unsatisfactory past performance report by the Government.